Course Content

Course Description:
This course is designed to teach individuals about Microsoft Project and to build their skills as they learn to perform increasingly specialized procedures.

At Course Completion:
After competing this course, you will be able to:
- Quickly start new plans, build task lists, and assign resources
- View resource capacity and track progress
- Capture and fine-tune work and cost details
- Visualize schedules with Gantt charts and other views and reports
- Consolidate projects, and share resources across plans
- Manage modern Agile projects (James Mills, Jr., contributor)
- Customize Project to maximize your efficiency
- Leverage improvements to task linking, timelines, and accessibility
- Master PM best practices while you learn Project
- Look up just the tasks and lessons you need

Target Student:
This course is for home and business users of Microsoft programs who want to use Project to create and manage projects more efficiently.

Topics:

Part 1: Getting Started with Microsoft Project
- Project, project management, and you
- Take a guided tour

Part 2: Simple Scheduling Basics
- Start a new plan
- Build a task list
- Set up resources
- Assign resources to tasks
- Format and share your plan
- Track progress: Basic techniques

Part 3: Advanced scheduling techniques
- Fine-tune task scheduling
- Fine-tune task details
- Fine-tune resource and assignment details
- Fine-tune the Project plan
- Organize plan details
- Track progress: Detailed techniques
- View and report project status

Part 4: In-depth and Special Subjects
- Format and print views: In-depth techniques
- Format reports: In-depth techniques
- Customize Project
- Share information with other programs
- Consolidate projects and resources
- Use Agile project management with Project

Part 5: Appendixes
- A short course in project management
- Develop you project management skills
- Collaborate: Project, SharePoint, and PWA